

April 21, 2003

**Targeted Wage Initiative Statewide Implementation Work Plan**

<b>Timelines</b>	<b>Tasks</b>	<b>Responsible Persons</b>	<b>Outcomes</b>
Mar 1-31 Apr 1-10 Apr 14-30 May 1-15	<b>Review and Evaluation of Pilot Sites</b> <ul style="list-style-type: none"> <li>• Develop Information Gathering Tool</li> <li>• Determine Site Visit Team</li> <li>• Visit Sites for information gathering &amp; Publish Findings</li> <li>• Analyze findings</li> <li>• Determine tools, Best Practices and Strategies to be implemented statewide.</li> </ul>	Kathy Carpenter & TWI Leads	TWI Model: Best Practices, tools, and strategies selected to be implemented statewide.
Apr 1-May 15	<b>TWI Site Selection &amp; Costs</b> <ul style="list-style-type: none"> <li>• Determine what WorkFirst Sites will be implemented in TWI Phase 1, Phase 2 and Phase 3, starting in July 2003 &amp; advise sites.</li> <li>• Determine implementation needs &amp; costs by TWI Phase and site.</li> <li>• Determine overall costs of statewide implementation</li> <li>• WorkFirst Budget re: TWI</li> </ul>	Sandy Miller, TWI Leads & Kathy Carpenter	Sites selection & costs determined for TWI Phases.
Apr 1-May 31 Jun 1-30	<b>Handbook &amp; Policies/Procedures Update</b> <ul style="list-style-type: none"> <li>• All WorkFirst partners review WorkFirst Handbook and internal policies to include TWI.</li> <li>• Update WF Handbook</li> <li>• Develop TWI overview, standards, policies and procedures, Q/A as necessary.</li> <li>• Publish changes</li> </ul>	Kathy Carpenter & TWI Leads	WorkFirst policies, procedures and Handbook updated to reflect TWI.

Apr 1- May 31	<b>Communication &amp; Marketing TWI</b> <ul style="list-style-type: none"> <li>• Develop TWI Communications &amp; Strategies, Materials, Schedule and release date to media and stakeholder.</li> <li>• Determine need for Marketing both internal and external</li> </ul>	Kathy Carpenter, Kathy Davis, Kristen Alexander & TWI Leads	All WF partner staff and stakeholders know about TWI and expectations.
Apr 1-Jun 30	<b>WF Automated Systems Review</b> <ul style="list-style-type: none"> <li>• Review e-JAS &amp; CATS re: Success Plan, 4, 8, 12 week evaluations, TWI reports for changes, etc.; test, and make changes to be ready by statewide implementation</li> </ul>	Brian Roper & TWI Leads	E-JAS and CATS support TWI.
Apr 1-Jun 30	<b>Guidelines for Local Partner Plans</b> <ul style="list-style-type: none"> <li>• WF Field Partners develop guidelines for Sites Plans &amp; Implementation</li> <li>• Field Partners advise local sites of expectations and due date of plans.</li> <li>• Local Plans Due 06/13/03</li> <li>• Plans reviewed, revised as necessary and approved.</li> </ul>	Sandy Miller, Kathy Carpenter & TWI Leads	Quality local TWI operation plans.
May 1-Jun 30	<b>TWI Technical Assistance &amp; Training</b> <ul style="list-style-type: none"> <li>• Partners identify TWI technical assistance needed, develop information materials and provide to local partners.</li> <li>• Prepare field sites for statewide implementation via conference calls, site visits, technical training as requested, etc.</li> <li>• Provide TWI Overview to each WorkFirst partner staff</li> </ul>	Kathy Carpenter & TWI Leads	Well trained staff and sites prepared for implementation

May 1- Jun 30	<b>Site Preparation</b> <ul style="list-style-type: none"> <li>Identify operational needs of each site</li> <li>Prepare Sites re: installations of assessment tools, computers, facilities needs, etc.</li> </ul>	Sandy Miller & TWI Leads	Sites are prepared for TWI implementation
Jul 01-Sept 30	<b>Review and Revise WF Monitoring Package &amp; Automated Tool</b> <ul style="list-style-type: none"> <li>Start review of current automated WF Monitoring tool and begin to update to reflect TWI changes.</li> <li>Draft revisions out for review internally and externally (DSHS)</li> <li>Finalize tool</li> <li>Develop Site visit Schedule &amp; begin statewide review</li> </ul>	Kathy Carpenter & TWI Leads	WF monitoring tool updated for TWI and site visits occur.
Jul 1	<b>TWI Phase 1 Implemented</b> <ul style="list-style-type: none"> <li>WF Partners Implement Phase 1 of TWI Statewide Implementation</li> <li>Provide technical assistance as requested</li> <li>Site visits as necessary</li> <li>Track Site performance via reports, etc.</li> <li>Monitor progress &amp; implement quality improvements locally as required</li> </ul>	Sandy Miller, Kathy Carpenter & TWI Leads	TWI Phase 1 implemented statewide
Sept 1	<b>TWI Phase 2 Implementation</b> <ul style="list-style-type: none"> <li>WF Partners Implement Phase 2 of TWI Statewide Implementation</li> <li>Provide technical assistance as requested</li> <li>Site visits as necessary</li> <li>Track Site performance via reports, etc.</li> <li>Monitor progress &amp; implement quality improvements locally as required</li> </ul>	Sandy Miller, Kathy Carpenter & TWI Leads	TWI Phase 2 implemented statewide

Dates to be Determined	<b>TWI Phase 3 Implementation</b> <ul style="list-style-type: none"> <li>• WF Partners Implement Phase 3 of TWI Statewide Implementation</li> <li>• Provide technical assistance as requested</li> <li>• Site visits as necessary</li> <li>• Track Site performance via reports, etc.</li> <li>• Monitor progress &amp; implement quality improvements locally as required</li> </ul>	Sandy Miller, Kathy Carpenter & TWI Leads	TWI Phase 3 implemented statewide
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